

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Planning Staff, OL

DATE: 1 April 1960

FROM : Chief, Printing Services Division, OL

SUBJECT: Report for President's Board of Consultants for Foreign Intelligence Activities

Ref : Memo from Acting Chief, Planning Staff, OL, to Chiefs of Staffs and Divisions, OL, dated 23 March 1960, subject same as above

1. The activities of the Printing Services Division are related to Agency intelligence activities by the printing support provided to all components of the Agency. This support, consisting of the operation of centralized printing facilities, is expected to continue at the same level as last year. Large quantities of classified printing and photographic materials are being produced. Unclassified printing is being "farmed out" to the Government Printing Office, other Government agencies, and commercial concerns. A continuing objective of the Division is to provide the greatest printing support possible in the most economical way and to accomplish this, modern up-to-date facilities are maintained. During this reporting period a number of new pieces of equipment have been acquired. Two large single color offset presses were included in this acquisition.

2. The cost reporting system installed in the Printing Services Division 1 July 1959, is operating smoothly and components utilizing printing facilities are being provided their printing costs on a monthly basis. Printing cost consciousness is an established fact throughout the Agency.

3. Overseas support continues to be supplied to components. During the period of this report another photographic team proceeded to an overseas station, completed a microfilming mission and returned. This was carried out with a minimum amount of forewarning and was completed quickly and with great skill.

4. There are a number of large printing requirements in a developmental stage that may or may not turn out to be firm requirements placed against the Printing Services Division. Among these is a proposal to re-badge all Agency personnel with color badges instead of black and white badges.

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